

## IC Memorandum 10-30



**To: All Insurance Coordinators**  
**From: Department of Employee Insurance (DEI)**  
**Re: Open Enrollment Updates**  
**Date: August 31, 2010**

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
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Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>  
Wellness Hotline: 877-KEHP-WELL

### 2011 Open Enrollment Updates

- Mandatory Open Enrollment October 11<sup>th</sup> through October 24<sup>th</sup>.
- The 2011 Benefits Selection Guide will be available online starting 9/15/10.
- Drop shipments of the Benefits Selection Guide will begin around 9/17/10. (Please start distributing these to your employees upon receipt of the shipment. We would like for the members to have the guide prior to the start of the Benefit Fairs on 10/4).
- The Employee ID letters are scheduled to be mailed on 9/20 and the Password letters are scheduled to be mailed on 9/23.
- Online Insurance Coordinator Training will be conducted on September 28<sup>th</sup> (more information coming soon).
- Benefit Fairs start on October 4<sup>th</sup> and end October 22<sup>nd</sup> (schedule attached).
- Special enrollment period for dependents who were previously ineligible will begin October 1<sup>st</sup> and end October 31<sup>st</sup>. (separate memo coming soon with details.)
- IC Toolkit will be available again this year on our Open Enrollment webpage, beginning 9/1. We encourage you to use the posters for advertising the Benefit Fairs and Open Enrollment.
- Annual HIPAA training will be conducted after Open Enrollment (beginning mid November).

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If you have any questions, please call the Department of Employee Insurance at 888-581-8834.

